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PART-IIA

GOVERNMENT OF MEGHALAYA ORDERS BY THE GOVERNOR

NOTIFICATION

The 22nd December, 2016.

No.LBG.158/87/242 - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules for regulating the recruitment and the condition of service of persons appointed to the post(s) in the Employment & Craftsmen Training Service of Meghalaya.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called the Meghalaya Employment & Craftsmen Training Service Rules, 2016.
- (ii) They shall come into force from the date of issue of this notification.

2. Definitions :- In these Rules, unless there is anything repugnant in the subject or context:-

- (a) "Appointing Authority" means
 - (i) The Governor of Meghalaya in respect of the Gazetted posts and
 - (ii) The Director of Employment and Craftsmen Training in respect of the Non-Gazetted posts;
- (b) "Commission" means the Meghalaya Public Service Commission;
- (c) "Committee" means the Departmental Promotion Committee constituted under rules 8 & 9, as the case may be;
- (d) "Gazette" means the Gazette of Meghalaya;
- (e) "Government" means the Government of the State of Meghalaya;
- (f) "Governor" means the Governor of Meghalaya;
- (g) "Member of the Service" means a person appointed or deemed to have been appointed to any posts under the Meghalaya Employment & Craftsmen Training Service Rules;
- (h) "Rule" means the Meghalaya Employment & Craftsmen Training Service Rules, 2016.
- (i) "Schedule" means the Schedules appended to these Rules;
- (j) "Service" means the Meghalaya Employment & Craftsmen Training Service;
- (k) "State" means the State of Meghalaya;
- (l) "Year" means the Calendar Year; and
- (m) "Engineering Trades/Non-Engineering Trades", means the designated Engineering Trades/Non-Engineering Trades under the aegis of the National Council for Vocational Training (NCVT).

3. **Constitution of the Service:-** There shall be constituted a Service to be known as the Meghalaya Employment & Craftsmen Training Service consisting of the following persons, namely,

- (a) members of the Assam Employment & Craftsmen Training Service who were allocated to the State of Meghalaya in accordance with the provisions of section 64 (1) of the North Eastern Areas (Re-Organization Act), 1971,
- (b) persons appointed to different posts in the Service on or after 21-01-1972 but before the commencement of these Rules;
- (c) persons appointed to different posts in the Service in accordance with the provisions of these Rules.

4. **Composition of the Service:**

- (1) The Service shall consist of the following Grades/Group and categories of posts, in the respective Wings, namely:-

EMPLOYMENT WING	TRAINING WING
Group 'A'	Group 'A'
(a) Joint Director of Employment - Senior Grade	(a) Joint Director of Employment & Craftsmen Training - Senior Grade (Proposed to be re-designated as Joint Director of Training)
(b) Deputy Director of Employment - Grade I	(b) Deputy Director of Training - Grade I
(c) Assistant Director of Employment - Grade I	(c) Assistant Director of Training - Grade I
	(d) Principal of Industrial Training Institute/Inspector of Training - Grade II
Group 'B'	Group 'B'
(d) Employment Officer - Grade II	(e) Vice-Principal of Industrial Training Institute/Training Officer - Grade II
(e) Assistant Employment Officer - Grade II	
(f) Junior Employment Officer/Surveyor - Grade III	(f) Supervisor / Mill-Wright Foreman / Group Instructor / Mathematics Instructor (with 3 years Diploma in Engineering) Drawing Instructor / Engineering Trade Instructor / Junior Apprenticeship Adviser-cum-Surveyor. - Grade III
	(g) Mathematics Instructor (with B. Sc in Maths)/Non-Engineering Trade Instructor. - Grade III
Group 'C'	
(g) Technical Assistant - Grade III	

- (2) Each of the categories of posts in Clauses (a), (b), (c), (d), (e), (f) and (g) of Sub-Rule (1) shall form separate and independent cadre in the respective wings. Members of the lower cadre shall have no claim for appointment to any of the posts in the higher cadre except in accordance with the provisions made in these rules.

5. **Status:-** The Status of the Members of the Service are Gazetted and Non-Gazetted.

6. **Strength of the Service:-** (1) The strength and composition of the Service shall be such as may be determined by the Governor from time to time.

(2) At the commencement of these rules, the strength of the Service and posts shall be as shown in Schedule-I.

7. **Method of Recruitment:-** (1) Appointment to the post of Joint Director of Employment, Joint Director of Employment & Craftsmen Training, Deputy Director of Employment, Deputy Director of Training, Assistant Director of Employment and Assistant Director of Training shall be made by promotion from amongst the members of the Service holding respectively the next lower posts in their respective wings and possessing the experience as specified in Schedule-II and included in the Select List approved under sub-rule (5) of Rule 10.

(2) Appointment to the posts of Principal of Industrial Training Institutes and Inspector of Training shall be made by promotion from amongst the members of the Service holding the posts of Vice-Principal of Industrial Training Institutes/Training Officer and possessing the experience as specified in Schedule-II and included in the Select List approved under sub-rule (5) of Rule 10.

(3) Appointment to the post of Employment Officer shall be made by promotion from amongst the member of the Service holding the next lower post of Assistant Employment Officer and possessing the experience as specified in Schedule-II and included in the Select List approved under sub-rule (5) of Rule 10.

(4) Appointment to the post of Training Officer should be made by direct recruitment on the result of the Competitive Examination to be conducted by the Commission.

(5) Appointment to the post of Assistant Employment Officer shall be made as under:

(a) 90% by direct recruitment on the result of the Competitive Examination to be conducted by the Commission.

(b) 10% by promotion from amongst the Surveyors/Junior Employment Officer/Technical Assistant possessing qualifications and experience as specified in Schedule-II and included in the Select List approved under sub-rule (5) of Rule 10.

(c) The quota to be filled up in the cadre of Assistant Employment Officer in any year according to Clauses (a) and (b) above shall be made in the ratio of 90:10 respectively. This means that 90% of recruitment of Assistant Employment Officer shall be made by direct recruitment, 10% by promotion from amongst the Surveyors/Junior Employment Officer/Technical Assistant possessing Qualification and experience as specified in Schedule II and included in the Select List approved under sub-rule (5) of Rule 10. In the event of sufficient and qualified or suitable persons not being available in Clause (b) above, the balance shall be made up from Clause (a), i.e., through direct recruitment. The quota shall be determined on the basis of the strength of the cadre permanent and temporary in the Assistant Employment Officer's cadre.

(6) Appointment to the post of Vice-Principal of Government Industrial Training Institute shall be made as under:-

(a) 50% by direct recruitment on the result of the Competitive Examination to be conducted by the Commission.

(b) 25% by promotion from amongst the Supervisor/ Mill-Wright Foreman, Group Instructor/ Mathematics Instructor (with three years Diploma in Engineering)/ Engineering Drawing Instructor/Engineering Trade Instructor/Junior Apprenticeship Adviser-cum-Surveyor, possessing qualifications and experience as specified in Scheduled II and included in the Select List approved under sub-rule (5) of Rule 10.

- (c) 25% by promotion from amongst the Mathematics Instructor (with B. Sc in Maths)/ Non-Engineering Instructor possessing qualifications and experience as specified in Scheduled – II and included in the Select List approved under sub-rule (5) of Rule 10.
- (d) The quota to be filled up in the cadre of Vice-Principal of Government Industrial Training Institute in any year according to Clauses (a), (b) and (c) above shall be made in the ratio 50: 25 :25 respectively. This means 50% of recruitment of Vice-Principal of Industrial Training Institute shall be made by direct recruitment, 25% by promotion from amongst the Supervisor/ Mill-Wright Foreman/Group Instructor/ Mathematics Instructor (with three years Diploma in Engineering/Engineering Drawing Instructor/Engineering Trades Instructor/Junior Apprenticeship Adviser-cum-Surveyor and 25% by promotion from amongst the Mathematics Instructor (with B.Sc in Maths)/ Non-Engineering Trade Instructors. In the event of sufficient and qualified or suitable persons being not available in either of the categories (b) and (c), the balance shall be made up from category (a), i.e through direct recruitment. The quota shall be determined on the basis of the strength of the cadre permanent and temporary in the Vice-Principal's cadre.
- (7) Appointment to the post of Supervisor / Group Instructor/Mill-Wright Foreman, of Government Industrial Training Institute shall be made by promotion from amongst the members of the service holding the post of Junior Apprenticeship Adviser-cum-Surveyor/Engineering Trade Instructor/Engineering Drawing Instructor of Government Industrial Training Institutes possessing qualifications and experience as prescribed in Schedule II and included in the Select List approved under sub-rule (5) of Rule 10.
- (8) "Appointment to the post of Engineering Trade Instructors/Non-Engineering Trade Instructors/ Mathematics Instructors/ Engineering Drawing Instructor/Junior Apprenticeship Adviser-cum-Surveyor shall be made by Direct Recruitment on the basis of the result of the Competitive Examination to be conducted by the Commission."
- (9) Appointment to the post of Surveyor/Junior Employment Officer/Technical Assistant shall be made by Direct Recruitment on the basis of the result of the Competitive Examination to be conducted by the Commission.

8. **Departmental Promotion Committee for Gazetted Posts :-** (1) For the purpose of appointment by promotion under sub-rule (1) and sub-rule (2) of Rule-7 there shall be a Departmental Promotion Committee consisting of the following members:

- | | |
|--|--------------------|
| 1. Chief Secretary | - Chairman |
| 2. Principal Secretary/Commissioner & Secretary/
Secretary, Labour Department | - Member Secretary |
| 3. Principal Secretary/Commissioner & Secretary/
Secretary, Personnel & Administration Reform Department. | - Member |
| 4. Principal Secretary/Commissioner & Secretary/
Secretary, Finance Department. | - Member |
| 5. Director of Employment & Craftsmen Training. | - Member |
- (2) The Committee may invite any other person to attend its meeting as and when considered necessary.

9. **Departmental Promotion Committee for Non Gazetted Posts** :- (1) For the purpose of appointment by promotion under sub-rules (3), (5) (b) & (c), (6) (b) & (c) and (7) of Rule 7 there shall be a Departmental Promotion Committee consisting of the following members:

1. Principal Secretary/Commissioner & Secretary/Secretary, Labour Department. - Chairman
2. Principal Secretary/Commissioner & Secretary/Secretary, Personnel & Administration Reform Department or his representative. - Member
3. Principal Secretary/Commissioner & Secretary/Secretary, Finance Department or his representative. - Member
4. Deputy Secretary, Labour Department. - Member Secretary
5. Director of Employment & Craftsmen Training. - Member

(2) The Committee may invite any other person to attend its meeting as and when considered necessary.

10. **Procedure for preparing the Select List:** (1) At the beginning of each year, the Appointing Authority refer to the Committee, the approximate number of vacancies likely to occur in each category/grade of the Service during the year. To enable the Committee to prepare the List for promotion to those grades, the Appointing Authority shall furnish the Committee with the following documents, namely:-

- (a) a List of the members of the Service drawn up in order of seniority and consisting three times, the number of vacancies referred to in sub-rule (1):

Provided that such restriction shall not apply in respect to post where total number of eligible persons is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons;

- (b) the Character Rolls/ Annual Confidential Reports (ACRs) and Service Records of such members;
- (c) any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.

(2) The Committee after examining the Character Rolls/ Annual Confidential Reports (ACRs), Service Records and other documents in respect of all such persons shall prepare a List based on seniority with due regard to individual merit and suitability for promotion. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The list shall be forwarded by the Committee to the Appointing Authority.

(3) The name of persons in the List shall be placed in order of preference for promotion. In every case where junior Member is selected in preference to his seniors, the Committee shall record in writing the reasons for doing so.

(4) The Appointing Authority shall consider the List prepared by the Committee along with the Annual Confidential Reports and Service Records and other documents in respect of each person in the List and unless it is considered that any change is necessary, approve the List. If the Appointing Authority consider it necessary to make any change in the List received from the Committee he shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee approve the said List with or without modification as may be in its opinion considered to be just and proper.

(5) The Lists as approved by the Appointing Authority under Sub-Rule (4) shall form the Select List for the purpose of appointment by promotion under sub-rule (1), sub-rule (2), sub-rule (3), clause (b) & (c) of sub-rule (5), clause (b) & (c) of sub-rule (6) and sub-rule (7) of Rule 7.

11. **Validity of the Select List:** (1) The Select List shall remain valid for a period of (1) one year.

(1) Provided that the validity may be extended but such an extension shall not exceed for a total period of 6(six) months:

Provided further that in the event of any major lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of such person from the Select List. The reason for doing so shall be recorded in writing.

(2) The Committee shall meet once a year to review the Select List.

12. **Direct Recruitment:** (1) Competitive Examination for direct recruitment under sub-rule (4), clause (a) of sub-rule (5) and clause (a) of sub-rule (6) of Rule 7 shall be held at such intervals as the Appointing Authority may, from time to time determine. The date on which and the place at which the examination shall be held, shall be fixed by the Commission.

(2) The examination shall be conducted by the Commission in accordance with such syllabus as the Appointing Authority may from time to time make in consultation with the Commission.

(3) Of the number of vacancies to be filled up on the result of each Examination, there shall be reservation in favour of candidates belonging to Schedule Caste and Schedule Tribes to the extent and subject to the condition as the Government may from time to time prescribe.

(4) On the basis of the results of the competitive examination, the Commission/Committee shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by each candidate and if two or more candidates obtain equal marks the Commission/Committee shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of persons to be included in the List shall be according to the actual number of vacancies ~~are~~ likely to occur during the recruitment year. The list shall be forwarded to the Appointing Authority and be published in the Official Gazette.

(5) The inclusion of the candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post and that appointment to any post in the service is subject to availability of vacancy.

13. **Conditions of eligibility for appearing at the Competitive Examination :-** In order to be eligible to compete at the examination for direct recruitment, a candidate must satisfy the following conditions: -

a) Nationality - He must be a citizen of India.

b) Age - He must have attained the age of 18 years and must not have exceeded the age of 27 years on the first day of the year in which the advertisement for the post is made:

Provided that in the case of candidates belonging to Schedule Caste and Schedule Tribes, the upper age limit will be subject to relaxation made by the Government from time to time.

c) Education Qualification - As laid down in Schedule II.

14. **Disqualification for appointment to the Service :-** (1) No person shall be appointed who after such medical examination as the Government may prescribe is not found to be in good mental or bodily health and free from any physical defect or infirmity which may render him unfit in the discharge of his duties.

(2) No person shall be appointed to the Service who had been convicted for any offence involving moral turpitude.

(3) No person who has more than one spouse living shall be eligible for appointment to the Service:

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(4) No person who attempt to enlist support for his candidature either directly or indirectly by any recommendation either written or oral or by any other means, shall be appointed to the Service.

15. **Appointment to the Service:-** (1) Appointment to any post in the Service under Rule 7 shall be made by the Appointing Authority and in respect of Gazetted post shall be published in the Meghalaya Gazette.

(2) (i) Subject to the provisions of Sub-Rule (3) and (5) of Rule 12, appointment shall be made from time to time in the order in which the names of candidates appear in the Merit List prepared under Sub-Rule (4) of Rule 12.

(ii) A person appointed by direct recruitment shall join within 15 days from the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extend the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

(3) Appointment under sub-rule (1), sub-rule (2), sub-rule (3), clause (b) & (c) of sub-rule (5), clause (b) & (c) of sub-rule (6) and sub-rule (7) of Rule 7 shall be made in the order in which the names of candidates appear in the Select List approved under Sub-Rule (5) of Rule 10.

16. **Probation** :- Every person appointed to post in the Service under clause (a) of Sub-Rule (5) and clause (a) of sub-rule (6) of Rule 7 shall be on probation for a period of 2 (two) years:

Provided that the period of Probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding 2 (two) years:

Provided further that where a person appointed to the post in the Service could not be placed under Probation for want of permanent vacancy, any period which he has rendered in a temporary capacity, may having regard to his performance be counted towards the period of Probation.

17. **Departmental Examination and Training:-** (1) Persons referred to in sub-rule (b) of Rule 3 shall within a period of 2(two) years from the date of commencement of these Rules appear at and pass the Departmental Examination conducted by the Commission and shall also be required to successfully undergo, if he has not already done so, such training as the Appointing Authority may prescribe.

(2) Every person appointed to posts in the Service after the commencement of these rule, shall, during the period of probation, pass the Departmental Examination conducted by the Commission and complete successfully such training as may be prescribed by the Appointing Authority.

18. **Discharge or Reversion of a Probationer:-** A probationer shall be liable to be discharged from the post or, as the case may be reverted to the permanent post which he holds a lien had it not been suspended under the Rules applicable to him prior to his appointment to the post, if :-

- (1) He fail to make sufficient use of opportunities given during the training or otherwise fails to give satisfactory performance during or at the end of the period of probation or;
- (2) He fails to pass the Departmental Examination unless the Appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed or;
- (3) On any information received relating to his nationality, age, health, character and antecedents the Appointing Authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the Service.

19. **Seniority:-** (1) The inter-se seniority of the members of the Service in any cadre appointed on or after 21st January 1972 but before the commencement of these Rules, shall be in the order in which their names appeared in the respective Lists prepared by the Commission or the Select Lists approved by the Appointing Authority or the Commission.

- (2) The inter-se seniority of a member of the Service appointed to different Cadres after the commencement of these Rules shall be in the order in which their names appear in the Merit List prepared under Sub-Rule (4) of Rule 12 or in the Select List approved under sub-rule (5) of Rule 10:

Provided that in any cadre, a member of the Service appointed by promotion/selection shall be senior to a member appointed by direct recruitment, where such appointment fall in the same calendar year.

- (3) If confirmation of any member of the Service is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in that cadre vis-à-vis such of his juniors as may be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his confirmation subsequently.

20. **Confirmation:-** (1) Confirmation of a member of the Service appointed by promotion to Senior Grade, Grade-I and Grade-II (Senior) shall be made in the respective Cadre according to his Seniority in that cadre subject to the following conditions:-

- (a) that he has served not less than one year in the post where he is to be confirmed.
- (b) that the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Report and other relevant records).
- (c) that there is no departmental proceedings/vigilance enquiry against him.
- (d) Subject to availability of vacancy and that no member holds a lien on it.
- (2) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions:
- (a) that he has successfully completed the period of probations to the satisfaction of the Appointing Authority.
- (b) that he has passed the Departmental examination completely and successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.
- (c) that he is considered otherwise fit by the Appointing Authority.
- (d) subject to availability of vacancy.

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his/her confirmation shall not be held up for reasons of not successfully undergoing the said training but such persons shall when called upon by the Appointing Authority and opportunity given, successfully undergo the said training, failing which he shall be liable to removal from service unless the Appointing Authority allow him other chances.

Provided further that the Appointing Authority may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Departmental Examination and training and confirm his/her in the respective cadre of the Service.

21. **Gradation List:-** There shall be prepared and published annually an upto-date Gradation List as on 1st January, consisting of the names of all members of the Service, cadre – wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the Service and such other details relevant to the Service Career shall be also indicated against each name.

22. Increment:- (1) The first increment admissible to a member of the service shall accrue on completion of one year from the date of his joining the post but subsequent increment shall be allowed only on his completion of the period of probation successfully.

(2) Such persons referred to in sub-rules (2) of Rule 3 shall be allowed to draw increment becoming due within the period of two years from the date of commencement of these Rules but further increments shall be allowed only on their passing the Departmental Examination completely and on successful completion of the training courses prescribed.

(3) The pay of the member of the Service on his completion of the period of probation or on passing the departmental examination/training prescribed shall be fixed at such a stage if he has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding due increments for the period prior to the date of his completion of the period of probation or passing the Departmental Examination and/or the prescribed training.

(4) The annual increment of the members of the service promoted from one post to another shall accrue on the expiry of such year as admissible under the Rules.

23. Power of the Governor to dispense with or relax any Rule:- The Governor, if satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these Rules for promotion to such post(s), may dispense with or relax the requirement of any of these Rules to such extent and subject to such condition, as it may consider necessary for dealing with the case in a just and equitable manner, or for meeting the exigencies of public interest.

Provided that the case of any persons shall not be dealt with in any manner less favorable to him that provided under these Rules and the decision of Labour Department shall be final and binding.

24. Interpretation: If any question arises relating to the interpretation of these Rules, the decision of the Government in the Labour Department with the approval of the Personnel and Administrative Reforms Department shall be final.

25. Repeal and Saving:- All rules, orders or notification corresponding to and in force immediately before the commencement of these Rules are hereby repealed.

Provided that all Orders made or action taken under the rules, order or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

M. S. RAO,

Principal Secretary to the Government of Meghalaya,
Labour Department.

(Updated 31.03.2015)

SCHEDULE – I
[See 6 (2)]

Sl. No	Name of Post	Time Scale Pay	Number of Post			Remarks
			Permanent	Temporary	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
EMPLOYMENT WING						
1	Joint Director of Employment	Rs.26700-800-33100-1000-42100/-	1	-	1	Gazetted
2	Deputy Director of Employment	Rs.23300-700-27500-830-32480-970-39270/-	1	-	1	Gazetted
3	Assistant Director of Employment	Rs.20700-620-24420-730-29530-890-36650/-	2	-	2	Gazetted
4	Employment Officer	Rs.16300-410-19170-EB-530-23940-720-31860/-	3	4	7	Gazetted
5	Assistant Employment Officer	Rs.14700-370-17290-EB-480-21610-650-28760/-	17	1	18	Gazetted
6	Junior Employment Officer	Rs. 14100-350-16550-EB-460-20690-620-27510/-	1	-	1	
7	Surveyor	Rs. 14100-350-16550-EB-460-20690-620-27510/-	1	-	1	
8	Technical Assistant	Rs. 11300-280-13260-EB-360-16500-500-22000/-	2	-	2	
TRAINING WING						
1	Joint Director of Employment & Craftsmen Training	Rs. 26700-800-33100-1000-42100/-	1	-	1	Gazetted
2	Deputy Director of Training	Rs.23300-700-27500-830-32480-970-39270/-	1	-	1	Gazetted
3	Assistant Director of Training	Rs.20700-620-24420-730-29530-890-36650/-	-	1	1	Gazetted
4	Principal of Industrial Training Institute	Rs. 18300-500-21800-EB-650-27000-810-35100/- (For Degree/Diploma in Engineering and with 8 years experience as such). Rs. 17000-470-20290-EB-560-25330-760-33690/- (For Diploma Holders in Engineering with less than 8 years experience).	1	1	2	Gazetted
5	Inspector of Training	Rs.17000-470-20290-EB-560-25330-760-33690/-	1	-	1	Gazetted
6	Training Officer	Rs.17000-470-20290-EB-560-25330-760-33690/-	-	1	1	Gazetted
7	Vice Principal of Industrial Training Institute	Rs.17000-470-20290-EB-560-25330-760-33690/- (For Degree/Diploma in Engineering with 8 years experience as such). Rs. 14100-350-16550-EB-460-20690-620-27510/-) (For Diploma Holders in Engineering with less than 8 years experience).	6	2	8	Gazetted

8	Supervisor	Rs. 14100-350-16550-EB-460-20690-620-27510/-	1	-	1	
9	Millwright Foreman	-do-	1	-	1	
10	Group Instructor	-do-	1	-	1	
11	Mathematics Instructor	-do-	8	-	8	
12	Language Instructor	-do-	3	-	3	
13	Social Studies Instructor	-do-	8	2	10	
14	Stenography Instructor (Grade II)	Rs. 13100-330-15410-EB-420-19190-580-25570/-	4	-	4	
15	JAA-cum-Surveyor	Rs. 11300-280-13260-EB-360-16500-500-22000/-	1	-	1	
16	Wireman Instructor	(a) Senior Scale:- Rs. 14100-350-16550-EB-460-20690-620-27510/- (For Diploma Holders or Certificate Holders with more than 10 years satisfactory service) (b) Junior Scale:- Rs. 11300-280-13260-EB-360-16500-500-22000/- (For Certificate Holders)	6	2	8	
17	Mechanic (M.V) Instructor	-do-	6	-	6	
18	Electrician Instructor	-do-	5	-	5	
19	Carpentry Instructor	-do-	4	-	4	
20	Fitter Instructor	-do-	4	-	4	
21	Engineering Drawing Instructor	-do-	8	-	8	
22	Welder Instructor	-do-	6	-	6	
23	Mechanic (R & TV) Instructor	-do-	4	-	4	
24	Draughtsman (Civil) Instructor	-do-	2	2	4	
25	Plumber Instructor	-do-	3	2	5	
26	Surveyor Instructor	-do-	1	2	3	
27	IT & ESM Instructor	-do-	2	-	2	
28	PFV Instructor	-do-	2	-	2	
29	Cane and Bamboo Instructor	-do-	2	-	2	
30	Dress Making Instructor	-do-	2	-	2	
31	Hair and Skin Care Instructor	-do-	1	-	1	
32	Dress Making Advance Instructor	-do-	1	-	1	
33	Allied Instructor	-do-	1	-	1	
34	Draughtsman (Mechanical) Instructor	-do-	-	2	2	

Schedule – II (EMPLOYMENT WING)
[Rule 7(1), (2), (3), (4), (5), (6), (7), (8), (9) and Rule 13 (C)]

Sl. No.	Name of Posts	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct recruitment			Persons eligible for consideration for appointment by promotion.	Promotion
			Educational Qualification etc required for direct recruitment.	Lower Age Limit	Upper Age Limit		
1	2	3	4	5	6	7	8
1	Joint Director of Employment	Promotion	-	-	-	Deputy Director of Employment	Must have rendered not less than 3 (three) years of continuous service in any of the posts mentioned in Column 7.
2	Deputy Director of Employment	Promotion	-	-	-	Assistant Director of Employment	Must have rendered not less than 5 (five) years of continuous service in any of the posts mentioned in Column 7.
3	Assistant Director of Employment	Promotion	-	-	-	Employment Officer	Must have rendered not less than 5 (five) years of continuous service as Employment Officer in any of the posts mentioned in Column 7.
4	Employment Officer	Promotion	-	-	-	Assistant Employment Officer	Must have rendered not less than 5 (five) years of continuous service in any of the posts mentioned in Column 7.
5	Assistant Employment Officer	(a) 90% by direct recruitments (b) 10% by promotion i.e., from JEO, TA & Surveyor	Graduate in any Stream from any recognized University	21	27	-	1. Must have rendered not less than 6 (six) years as JEO/Surveyor/TA.
6	Junior Employment Officer	Direct Recruitment	Graduate in any Stream from any recognized University	27	27	-	
7	Surveyor	Direct Recruitment	- do -	27	27	-	
8	Technical Assistant	Direct Recruitment	-do-	27	27	-	

Schedule - II (TRAINING WING)

Sl. No	Name of Posts	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct recruitment		Promotion		Educational Qualification, Experience, etc.
			Educational Qualification etc. required for direct recruitment	Lower Age Limit	Upper Age Limit	Persons eligible for consideration for appointment by promotion.	
1	2	3	4	5	6	7	8
1	Joint Director of Employment and Craftsmen Training (Proposed to be re-designated as Joint Director of Training)	Promotion	-	-	-	Deputy Director of Training and Deputy Director of Employment (When the post is redesignated as Joint Director of Training, then only Deputy Director of Training will be eligible)	Must have rendered not less than 3 (three) years of continuous service in any of the posts mentioned in Column 7.
2	Deputy Director of Training	Promotion	-	-	-	Assistant Director of Training	Must have rendered not less than 5 (five) years of service in any of the posts mentioned in Column 7.
3	Assistant Director of Training	Promotion	-	-	-	Principal, Industrial Training Institute / Inspector of Training	Must have rendered not less than 5 (five) years of service in any of the posts mentioned in Column 7.
4	Principal, Industrial Training Institute/ Inspector Training	Promotion	-	-	-	Vice Principal of Industrial Training Institute/Training Officer	Must have rendered not less than 5 (five) years of continuous service in any of the posts mentioned in Column 7.
5	Training Officer	Direct Recruitment	Degree in Mechanical/ Electrical /Computer Engineering from any recognized University/Institute	21	27	-	-
6	Vice Principal, Industrial Training Institute	(a) 50% by direct Recruitment	Degree in Mechanical/ Electrical Engineering from any recognized University/Institute	21	27	-	-

	b) 50% by Promotion			-	-	25% from Supervisor/Mill-Wright Foreman/Group Instructor/Mathematics Instructor (with three years Diploma in Engineering)/Engineering Drawing Instructor/Junior Apprenticeship Adviser-cum-Surveyor/Engineering Trade Instructor and 25% from Mathematics Instructor (with B.Sc in Maths)/Non-Engineering Trade Instructor.	Must have completed 10 (ten) years of service from the date of joining as Instructor (Junior Scale) in any of the posts mentioned in Column 7. Due consideration will be given to those who have passed the in-service Crafts Instructor Training/Principle of Teaching (POT) from the Advanced Training Institutes under the Ministry of Labour and Employment, Government of India.
7	Supervisor/Millwright Foreman/Group Instructor	Promotion		-	-	Engineering Trade Instructor/Engineering Drawing Instructor/Junior Apprenticeship Adviser-cum-Surveyor	Must have rendered not less than 5 (five) years of continuous service in any of the post mentioned in Column 7. Due consideration will be given to those who have passed the in-service Crafts Instructor Training/Principle of Teaching (POT) from the Advanced Training Institutes under the Ministry of Labour & Employment, Government of India.
8	Mathematics Instructor	Direct Recruitment	3(three) years Diploma in Electrical/Mechanical Engineering from any recognized Polytechnic/ Institution	18	27	-	-
9	Engineering Drawing Instructor	Direct Recruitment	3(three) years Diploma in Mechanical Engineering from any recognized Polytechnic/Institution	18	27	-	-
10	Electrician Instructor	Direct Recruitment	3(three) years Diploma in Electrical Engineering from any recognized Polytechnic/ Institution	18	27	-	-
11	Junior Apprenticeship Adviser-cum-Surveyor (JAA)	Direct Recruitment	3(three) years Diploma in Mechanical Engineering from recognised Polytechnic/Institution	18	27	-	-
12	Wireman Instructor	Direct Recruitment	3(three) years Diploma in Electrical Engineering from any recognised Polytechnic/Institution	18	27	-	-

13	Radio & T.V. Instructor	Direct Recruitment	3(three) years Diploma in Electronics Engineering from any recognised Polytechnic/Institution	18	27	-	-
14	Surveyor Instructor	Direct Recruitment	3(three) years Diploma in Civil Engineering from any recognised Polytechnic/Institution	18	27	-	-
15	Draughtsman (Civil) Instructor	Direct Recruitment	3(three) years Diploma in Civil Engineering from any recognised Polytechnic/Institution	18	27	-	-
16	Mechanic (M.V.) Instructor	Direct Recruitment	3(three) years Diploma in Mechanical / Automobile Engineering from any recognised Polytechnic/Institution	18	27	-	-
17	Fitter Instructor	Direct Recruitment	3(three) years Diploma in Mechanical Engineering from any recognised Polytechnic/Institution	18	27	-	-
18	Plumber Instructor	Direct Recruitment	3(three) years Diploma in Civil Engineering from any recognised Polytechnic/Institution	18	27	-	-
19	Welder Instructor	Direct Recruitment	3(three) years Diploma in Mechanical Engineering from any recognised Polytechnic/Institution	18	27	-	-
20	Information Technology & Electronic System Maintenance Instructor	Direct Recruitment	3(three) years Diploma in Computer Engineering/ IT & ESM from any recognised Polytechnic/ Institution	18	27	-	-
21	Preservative of Fruits and Vegetable Instructor	Direct Recruitment	3(three) years Diploma in Preservation of Fruits and Vegetables from any recognised Polytechnic/ Institution	18	27	-	-
22	Cane and Bamboo Instructor	Direct Recruitment	3(three) years Diploma in Cane & Bamboo Technology from any recognised Polytechnic/ Institution	18	27	-	-
23	Allied Instructor	Direct Recruitment	3(three) years Diploma in appropriate branch of Engineering from any recognised Polytechnic/ Institution	18	27	-	-
24	Carpentry Instructor	Direct Recruitment	3(three) years Diploma in Civil Engineering from any recognised Polytechnic/Institution	18	27	-	-
25	Dress Making Instructor	Direct Recruitment	3(three) years Diploma in Dress Making from any recognised Polytechnic/ Institution	18	27	-	-
26	Dress Making Advanced Course Instructor	Direct Recruitment	3(three) years Diploma in Dress Making from any recognised Polytechnic/ Institution	18	27	-	-
27	Hair and Skin Care Instructor	Direct Recruitment	3(three) years Diploma in Hair & Skin Care from any recognised Polytechnic/ Institution	18	27	-	-
28	Stenography Instructor	Direct Recruitment	Graduate in any stream with National Trade Certificate (NTC) in the Trade of Stenography (English)	18	27	-	-
29	Social Studies Instructor	Direct Recruitment	Graduate in any stream with Sociology or Social Works from any recognised University	18	27	-	-
30	Language Instructor	Direct Recruitment	Graduate in any stream with English/ Linguistics from any recognised University	18	27	-	-
